

## Meeting of the Board of Directors May 13<sup>th</sup>, 2014

**Meeting Location:** Academy for Career Exploration, 130 Broadway, Providence, RI 02903  
**Date and Time of Meeting:** May 13<sup>th</sup>, 2014, 4:30pm  
**Directors Present:** Jane Nugent, Kerry Altman, Alan Neville, Denise DeBarros, Nicolette Ciano, Donna Paine, Kathy Fisher  
**Others Present:** Mario F. Cirillo, Matt Plain, Attorney at Barton Gilman LLP, Randy Dittmar and Roger Ray, Dittmar, McNeil, & Ferolito, LLC.  
**Directors Absent:** Kristin Smilevski, Roberto Garcia, Paul R. Racicot  
**Presiding Officer:** Jane Nugent

### I. Call to Order & Opening Remarks

Board Co-Chair Jane Nugent called the meeting to order at 4:40PM.

### II. Acceptance of Meeting Minutes

Ms. Nugent dispensed with the acceptance of the minutes.

### III. Head of Schools Report

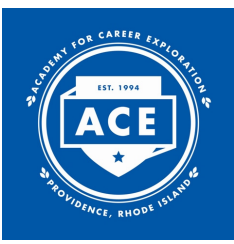
Dr. Cirillo would like to run the Math & Science Camp this summer and is looking for a location for the camp. Textron has denied our \$25K grant request for this year which creates budget issues that we will need to work through.

We are working on the charter renewal application due to ride on June 6<sup>th</sup>. We have a strong application with a focus on re-branding the school and moving to the CTE model. A meeting was held with Dan Pasek and team, Luke Driver, Dr. Cirillo, Ms. Nugent and Mr. Neville to begin process. Mr. Pasek will have a draft for the Board to review by May 23. The Board saw a copy of the response to the RIDE review; a well done and strong document. Dr. Cirillo pointed out that there is no opportunity to have further discussion with the RIDE team. Our response will be part of the report but it appears that it will not impact the report. Matt Plain explained that the report influences the recommendation but is not the recommendation itself. Members of the Commissioner's office will review the materials in order to make the recommendation.

Dr. Cirillo is expecting a proposal from Kim Wechtenhiser, President of School Works, to conduct a school quality review. He mentioned that we had a very successful prom and that the students had a great time and were extremely well behaved. We are on track for graduation on June 11<sup>th</sup> at PCTA and the board saw a summary of the post-secondary institutions that our students have been accepted to. Jane Nugent expressed the Board's interest in reaching out to the Providence Journal to write a story about the great things our kids are doing and some of the scholarships they have received. Dr. Cirillo will work with the Director of Development to look into the possibilities. Dan Pasek suggests getting as much good publicity as possible during this time and suggests meeting with stakeholders from RIDE, PPSD, Board of Governors to share our ideas about moving toward a CTE model. Dr. Cirillo went on to report that he would like to make an official switch to Central Source for our IT Vendor and will use funding still available for the purchase of hardware and software.

### IV. Business Manager Report

Mr. Dittmar and Dr. Cirillo reported that the audit has been successfully delivered. The Board has voiced concern about keeping YKSM as auditor due to consistent lateness. The Board has asked Mr. Dittmar to offer several suggestions of auditors to replace YKSM going forward. Mr. Dittmar reviewed the draft of the new budget for the coming school year (based on 205 students). We will continue to work on the budget at the next meeting as the budget continues to be tight and the board will need more time to look review and discuss. For example, our legal



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fees with Baron and Gilman are considerable and seriously under-budgeted. We have no reason to believe we will need less service going forward and therefore need to increase this line item. The Board asked for time at the next meeting to discuss the auditor's management letter which cited need for several internal controls and better execution of the Medicaid reimbursement paperwork. The staff at ACE have been trained to complete the paperwork as if not done properly this represents a very significant loss of income for the school.

### V. Executive Session

The Board did not convene executive session.

### VI. Discussion/Vote regarding plan to investigate acquisition or lease of alternative space for school building

Dr. Cirillo informed the board that ACE is looking at properties for relocation. Alan Neville discussed the sites they visited and the pros and cons of each of those locations. Dr. Cirillo commented on his concerns of how the staff, students, and parents will react to the change and the importance of addressing those concerns. Ms. DeBarros expressed her concerns as a parent about the choice of Hope High School and the reaction of other students to the presence of ACE students at the school. Dr. Cirillo mentioned that one advantage of being at another location is that we may be able to take advantage of AP courses offered there that we do not offer. Dr. Cirillo will talk to the staff of the other locations to understand how they feel about our co-locating.

Mr. Neville will reach out to Bradley Hospital to ensure that they understand the timeline we are working under and the importance of coordinating communication about the location changes. The Board agreed that we need to get official word from current Landlord about the building situation and then craft a letter to be sent to the school community. There was also discussion of community meetings to address questions and concerns. Dr. Cirillo will follow up with UCAP to get a formal notice, in writing, regarding our presence in the building.

### VII. Discussion/Vote to Elect Phil Zarlengo to the ACE Board of Directors

Ms. Fisher made a motion to add Mr. Phil Zarlengo to the board of directors. Ms. Altman seconded and the motion passed unanimously. Mr. Neville will follow up with Mr. Zarlengo to invite him to the next meeting.

### VIII. Discussion/Vote to accept/reject teacher's request to reconsider daily rate of pay for summer school program he taught in 2013

The board voted to reject a teacher's request to reconsider daily rate of pay for the summer school program of 2013. Ms. Paine moved and Ms. Ciano seconded with all approving. Matt Plain walked us through all the pertinent documents and will frame a letter back to the teacher and his lawyer notifying them of our decision.

### IX. Discussion/Vote regarding parent satisfaction survey

Ms. Paine reported on her work developing two satisfaction surveys: one for parents and one for teachers. It was decided that a student satisfaction survey would be important as well. Ms. Paine will work on the parent survey and Ms. Altman on the student survey. They will work with ACE staff to assist them with logistics taking into account multiple languages and methods of distribution.

### X. Public Comment

There was no public comment

### XI. Adjourn

The meeting was adjourned at 6:50PM